



FREDERICK COUNTY LOCAL MANAGEMENT BOARD (LMB) MINUTES

In-person Meeting
July 24, 2023, 2pm to 4pm

LMB Members:

Frederick County Workforce Services– Latrice Lewis,
Chair
Frederick County Local Behavioral Health Authority –
Jay Hessler, **Vice Chair**
Private Citizen – Toni Shindlecker
Family Partnership – Barbara May
Frederick County Dept. of Social Services – Debbie
Marini
Frederick County Finance – Marie Berg
Private Citizen – Ralph Hertges
Frederick County Health Department – Miriam
Dobson

Frederick County Family Partnership – Barbara May
Office for Children and Families – Shelly Toms
Office for Children and Families – Sarah Ford
Office for Children and Families – Leshia Chandler
Office for Children and Families – Pilar Olivo

Community Members:

Student Homelessness Initiative Partnership (SHIP) –
Melissa Muntz
Mental Health Association, CASA – Jennifer Fuss
Frederick County Public Library – James Kelly
Andrea's House – Carleah Summers

Commence – 2:09pm

Introductions – Latrice Lewis started the meeting and proceeded with introductions of attendees.

Next Steps Phase 2 of Community Plan – Action Planning – Jennifer Duncan.

Child Care Market Study update – Pilar Olivo.

- Presentation: <https://www.frederickcountymd.gov/DocumentCenter/View/347014/Frederick-County-LMB-July-Board-Meeting-Slide-Deck>

Priority Results and Indicators	
Result	Indicator
Communities are Safe for Children, Youth, and Families	Child Maltreatment: Rate of Unduplicated Children (Ages 0-17) with Indicated/ Unsubstantiated Child Abuse/Neglect Findings (per 1,000)
Children Enter School Ready to Learn – Will be focused on as part of Child Care Market Study	Capacity of registered family childcare providers and licensed full day childcare centers*
Families are Economically Stable	Percent of Asset Limited, Income Constrained, Employed (ALICE) or below ALICE households
Youth Have Opportunities for Employment and Career Readiness	Youth Disconnection: Percent of Youth Not Working and Not in School

Breakout Groups:

- **Economically Stable / ALICE:** Pilar, Toni, Latrice, and Carleah
- **Career Ready / Youth Disconnection:** Shelly, James, Melissa, Ralph, and Jennifer (MHA)
- **Communities Safe / Child Maltreatment:** Leshia, Jay, Debbie, and Miriam

After the workgroups concluded the breakout sessions, each shared their initial ideas for coalitions or community groups that would best fit their given priority results and indicators. The discussion led to identifying additional community leaders and LMB members to be invited to the workgroups and to meet outside of the LMB meeting to complete a prioritization process. The workgroups will review and compare each potential solution to one another and score them on the six identified criteria. At the September LMB meeting each group will report out on their findings.

Approval of Minutes – Minutes for June 5, 2023, were approved, by vote, with a motion from Ralph Hertges and seconded by Toni Shindlecker. Unanimous.

Vote: LMB membership – Shelly Toms, Latrice Lewis, & Jay Hessler.

- Current – Shemica Sheppard – is recommended to renew a term with the LMB. Ms. Sheppard was approved for the LMB in 2022 to complete a term limit for Ken Oldham. Ms. Sheppard has been an active participant of the LMB and brings experience in all levels of education and provides a fresh perspective on the needs of children and families.
 - **Shemica Shepard to continue serving on the board for a new term – Motion from Miriam Dobson, Seconded by Ralph Hertges. Unanimous.**
- New – Carleah Summers – is recommended to fill Ann Ryan’s vacant seat. Ms. Summers is the founder and CEO of Andrea’s House and the Director of Development and Marketing with Habitat for Humanity of Washington County. She comes with over 10 years of experience working with families and children in Frederick County and understands their needs, particularly in the area of recovery. Ms. Summers is passionate about ensuring that women in underserved populations are given the opportunity to achieve long term sobriety.
 - **Carleah Summers to become a new member for a 3-year term – Motion from Ralph Hertges and seconded by Miriam Dobson. Unanimous.**
- New – James Kelly – is recommended to fill Sister Martha Beaudoin’s vacant seat. Mr. Kelly is the Director of Frederick County Public Libraries. He brings over 20 years of professional library experience, including leadership skills, strategic planning, and strong community connections in Frederick County. Additionally, Mr. Kelly has been leading the library system through diversity, equity, inclusion, and belonging work.
 - **James Kelly to become a new member for a 3-year term – Motion from Toni Shindlecker and seconded by Miriam Dobson. Unanimous.**

Vote: Final Community Plan – Shelly Toms. The community plan has been completed and the board is ready to vote on the final plan. Motion from Toni Shindlecker and seconded by Latrice Lewis. Unanimous.

Final Community Plan: <https://www.frederickcountymd.gov/DocumentCenter/View/347015/Frederick-County-LMB-Phase-1-Community-Plan-Report-Final>

Director updates and community updates will be sent as a follow-up email.

Adjourn – Motion from Latrice Lewis seconded by Toni Shindlecker. Unanimous. Adjourned at 4:11pm.

Next meeting is on September 25, 2023, from 2:00pm to 4:00pm at the Dept. of Social Services.